



INTERNATIONAL  
HOTEL WAGGA WAGGA

conference package

# delegate packages

## half day delegate package \$42pp

MINIMUM 20 DELEGATES

- 4 hour room hire
- standard equipment hire
- continuous tea, coffee & juice
- morning or afternoon tea
  - chef's selection of 2 items
- working Lunch
  - Selection of build your own sandwich items, served with a seasonal fruit platter

## full day delegate package \$57pp

MINIMUM 20 DELEGATES

- 8 hour room hire
- standard equipment hire
- continuous tea, coffee & juice
- morning tea
  - chef's selection of 2 items
- working Lunch
  - Selection of build your own sandwich items, served with a seasonal fruit platter
- afternoon tea
  - chef's selection of 2 items

**Please note:** if further time is required then the indicated time above, then additional room hire fees may apply







# morning / afternoon tea

basic options \$5 per person, per selection

scones with strawberry jam and cream

homemade mixed berry muffins

cheddar and onion jam frittata

fruit platter

caramel slice

carrot cake

chocolate tarts

cookies of the day

muesli bars

pumpkin scones with nutmeg butter

banana bread with honeyed ricotta

spring rolls with sweet chilli sauce

chocolate brownies

ham and cheese croissant

upgrade options \$10 per person, per item selected

braised beef sliders

build your own sundae, ice creams

cheese platter

sushi and asian dumpling platter

antipasto plate

beverages

all day tea & coffee \$6 per person

bottled water 600ml \$3.50 each

coca cola 300ml \$3.50 per person

bottled juice 300ml \$3.50 each

barista coffee available upon request

# lunch options

basic lunch selections \$16 per person

## working lunch

selection of sandwiches, rolls and wraps served with a seasonal fruit platter

## build your own lunch

selection of sandwich fillings, condiments, breads, rolls & wraps, served with a seasonal fruit platter

add on \$8 per person, per item

soup of the day

individual fish and chip boxes

individual stir-fried noodle boxes

\*\* ask our function team about alternate hot buffet options





# canapes

4 options- 1hr \$22.50

5 options- 1.5hrs \$26.50

6 options- 2hrs \$30.50

8 options- 2.5hrs \$34.50

chicken skewers with chilli mayo

spring rolls with hoi sin

roasted beef en crouete with red onion jam

mushroom arancini

salt and pepper squid

ham and brie crepe, fig chutney

potato and chorizo croquette with aioli

crispy chicken wings

fish cakes with tartare sauce

pork wontons with soy

scallop and seaweed salad spoon

tempura fish with crushed pea

crispy chilli tofu

vegetable quiche

honey dressed goats cheese wafer

vietnamese rice paper roll with nouc cham

crab and apple salad

smoked salmon and cucumber with sour cream

mini croque monsieur

prawn and tomato tartlet

# grazing table

\$28 per person  
inclusive of the below:

- dried fruits
- fresh fruits
- walnuts
- strawberries
- quince paste
- cold meats
- prosciutto
- salami
- dips
- selection of hard and soft cheese
- antipasto
- crackers
- grissini
- sourdough
- olive oil and balsamic dipping

\*\* add dessert options for an additional \$10 per person  
inclusive, but not limited to:

- dessert slices
- fruits
- mousse
- persian fairy floss
- individual sized pavlova



# dinner menu

2 course meal \$52 per person

3 course meal \$62 per person

*Two options served alternate*

## to start

bread rolls

turkish bread with oil and balsamic

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## entree

chicken terrine, mustard, green leaf salad

tomato and ricotta tart with manzanilla olives

smoked salmon plate with citrus and radish

caesar salad

twice cooked pork belly, potato salad and avruga caviar

pumpkin soup, sour cream

goats cheese soufflee, hazelnut and rocquette salad

braised beef cheek, carrot salad and wasabi







## mains

grilled sirloin, mash potato, broccolini and red wine sauce  
slow roast rump of beef, pumpkin puree, mushroom and watercress

roast salmon, dhal, crab and onion bhaji

breast of chicken, pearl barley, carrots and greens

breast of chicken, sweet potato gratin, broccolini

grilled barramundi, pea and lemon risotto

slow roast loin of pork, creamy polenta, kale

crispy duck leg, chorizo cassoulet

potato gnocchi, mozzarella and gremolata

tempura cauliflower, nori salt, sriracha aioli and greens

stuffed field mushroom, pumpkin, fetta, leek, capsicum, & rocquette



## dessert

vanilla panna cotta, macerated strawberries  
lemon sponge, lemon curd, licorice ice cream  
milk chocolate cheesecake with honeycomb  
dark chocolate tart with vanilla ice cream  
pavlova with seasonal fruits and Chantilly cream  
chilled rice pudding, roast pineapple and coconut  
bread and butter pudding, crème anglaise  
cheese plate- two cheeses, chutney and accompaniments

\*\* ask our function team about alternate dessert options







# function rooms

room hire

half day room hire is inclusive of up to 4 hours and full day is inclusive of 8 hours hire of the function space. if extra time for bump in and pack down is required additional fees may apply.

## avenue one

ideal for small boardroom style meetings, intimate dinners, or focus groups ranging from 2 to 20 people.

half day hire \$125 / full day hire \$250

## avenue two

for meetings that are slightly bigger, or in need of a little more room. will hold upto 40 people theatre style.

half day hire \$140 / full day hire \$275

## avenue one & two / avenue three

great of u-shape events or banquet style dinners of upto 60 people.

half day hire \$150 / full day hire \$300

## avenue two & three

combination of avenue two & three

ideal for bigger meeting or dinners of 120 people, with theatre of up to 180 people.

half day hire \$150 / full day hire \$300

## avenue full

combining all three avenue spaces, resulting in a large function room seating up to 200 people banquet style.

half day hire \$250 / full day hire \$500



# equipment hire

data projector & screen \$100

whiteboard \$50

flip chart with paper & markers \$30

microphone & lectern \$80

laptop \$50

stage pieces \$100 per piece

additional cordless microphone \$80

lapel microphone \$80



for any additional equipment needs, please speak to our function team for out sourcing quotations.

should you require av support please speak with our staff.





# terms & conditions

## terms of booking

To secure your booking, the signed booking confirmation (acceptance of these terms and conditions) and the Deposit must be received within five (5) Business Days of receipt of initial invoice or such other day(s) specified in the Schedule. Your booking is NOT confirmed until we receive full payment of the Deposit and the required signed documents. A tentative booking will only be held for a maximum of seven days (7) days. Management reserves the right to cancel any unconfirmed bookings and allocate the space to another client. A security/damages bond may be required and is refundable if an inspection of the venue after the event reveals no damage to the venue.

## deposit

a 10% deposit (based on your estimated total spend) is required at time of booking to confirm your event. if accommodation has been reserved, then an additional deposit will be required. please speak with our function staff to confirm the amount required.

## payments

Unless otherwise determined by Wagga International Hotel, an initial minimum non-refundable ten percent (10 %) (or as otherwise stated in the Schedule) deposit or such other amount as set out in the Schedule is required in order to secure your confirmation of booking. Progress Payments are required a minimum of sixty (60) days or such lesser or greater day set out in the Schedule prior to your event. If paying by EFT, payment must be made an additional four (4) days before that date.

A schedule of payments will be provided to you with your booking confirmation and initial invoice. Any and all additional costs or charges must be paid by cash or credit card on the day of immediately after the conclusion of the event. A credit card surcharge applies to all credit card payments, (1.5% Visa & Mastercard or 3% American Express & Diners).

## cancellation

We realise that circumstances occasionally make cancellations necessary. If you cancel the booking:

More than *ninety (90) days* prior to the event - the Deposit will be retained by Wagga International Hotel and the Progress Payment if paid by you will be refunded to you. If you have changed the date of the event and not cancelled it, all or part of the Deposit may be transferable at the discretion of Wagga International Hotel.

Between *sixty (60) and eighty-nine (89) days* prior to the event the Deposit and progress payment will be retained by Wagga International Hotel. In addition twenty-five percent (25%) of the Minimum Spend shall be forfeited to Wagga International Hotel less any amount received by Wagga International Hotel for re-hiring the venue on the date of your booking. Wagga International Hotel will endeavor to find an alternative hire for the Premises on that date.

Between *thirty-one (31) and fifty-nine (59) days* prior to event - the Deposit and progress payment will be retained by Wagga International Hotel. In addition fifty percent (50%) of the Minimum Spend shall be forfeited to Wagga International Hotel less any amount received by Wagga International Hotel for re-hiring the venue on the date of your booking. Wagga International Hotel will endeavor to find an alternative hire for the Premises on that date.

*Thirty (30) days or less* prior to event - the Deposit and progress payment will be retained by Wagga International Hotel. In addition one-hundred percent (100 %) of the Minimum Spend shall be forfeited to Wagga International Hotel less any amount received by Wagga International Hotel for re-hiring the venue on the date of your booking. Wagga International Hotel will endeavour to find an alternative hire for the premises on that date.

A further amount as set out in the Schedule may be payable by you on cancellation if the event scheduled for a date in the peak months of November and December and Wagga International Hotel are unable to find an alternative hire for the Premises on that date for an amount equal to or exceeding the likely total revenue from the event.



# terms & conditions

## guaranteed numbers

Guaranteed number of guests attending the event is required to be provided to Wagga International Hotel at least seven (7) working days, or such other period as agreed between the parties, prior to the event. Charges will be based on the guaranteed numbers or the final head count (as recorded by Wagga International Hotel), whichever is the greater. An additional charge as set out in the Schedule may be payable by the Client if catering numbers are significantly less than estimated.

## event details

Final Details. All final details, menus, beverages, entertainment, audio visual requirements, room set up, starting and finishing times must be advised in writing by the Client to Wagga International Hotel not less than fourteen (14) working days, or such other period as agreed in writing by the parties, prior to the Event. If these details are not provided within this time period, availability of the Premises is not assured. The Client must advise Wagga International Hotel not less than fourteen (14) working days prior to the Event if any guests have any special dietary, access or other needs/requirements.

## Function Times

The Client must begin the Event and vacate the Premises at the agreed start and finish times agreed. If an Event should go beyond the agreed finishing time, Wagga International Hotel reserves the right to impose an additional charge as set out in the Schedule for each hour and/or part hour in which the Premises occupied thereafter. Any additional security charges (to ½ an hour post vacation of space) and/or other fees must be paid once an extension of operation has been granted by Management. Subject to agreed access start and end times in relation to the Event as set out in the Schedule, Wagga International Hotel reserves the right to book other events in the Premises up to 1 hour before the Event commencement time and 1 hour after the scheduled finishing time.

## Catering.

No food or beverage may be brought on to the Premises for consumption during the Event, unless otherwise arranged with Wagga International Hotel. If beverages are permitted, Wagga International Hotel may charge a corkage fee and that fee does not form part of the minimum food and beverage spend set out in the schedule. All special dietary requirements can be catered for. Also note, in accordance with our liquor license any alcoholic beverages brought on to property by the client that are not consumed on the Premises, are to be taken away prior to 10pm (22:00), or otherwise picked up the following day.

## indemnity of damages

The Client is responsible for any and all damages caused during the Event, by any of their guests, contractors, entertainers or any other persons attending the Event, in any Wagga International Hotel premises including the Premises, including but not limited to property damage, personal injury and loss of profits, indirect or consequential loss except to the extent such damages are caused by the acts or omissions of Wagga International Hotel, its employees, contractors or agents.

It is the Client's responsibility to obtain their own insurance for all items belonging to them, their guests, or their contractors for the time those items, or persons are in any and all parts of or adjacent to the Premises. Wagga International Hotel will take all reasonable care but will not accept any responsibility for damage to, or loss of personal effects, merchandise or exhibits, at the Premises.

Charges for any and all damages or charges payable by the Client will be assessed as soon as practicable after the event and payment must be made by the Client within 5m days upon presentation of the invoice by Wagga International Hotel to the Client.